**Pre-Placement Checklist**

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| 2-3 weeks prior to Placement: | * Receive allocation from CCL or University clinical team * Attend a supervisor training session * Inform team /colleagues that you have student(s) with you and how long their placement will be * Ensure you have an area/desk/computer if relevant/location for the student(s) * Familiarise yourself with the APP assessment form on APPlinkup * Gain access to or establish the end of placement minimum competence expectations for your clinical area (to discuss with student in week 1) |
| 1 -2 weeks prior to Placement: | * Receive introduction email from student   + If not received within 1 week of the placement starting, contact your CCL or University clinical team * Respond to the email   + Include a few details about yourself and where relevant the team you work with   + Where available, attach a Placement Orientation Pack or direct the student to a website   + Placement Orientation Packs should include at minimum:     - Meeting time/place, contact number and preparation advice     - Common health conditions     - Clinical assessment forms commonly used in your clinical area     - Any common outcome measures     - The health record software/processes used in your clinical area * Establish a week 1 timetable   + Initial meeting with you / includes discussion of the timetable   + Break times   + Meeting times   + In-service   + Supervision sessions / included end of week session   + Initial tasks eg time for on-boarding tasks   + Self -directed learning time (if any) |
| Day 1 of placement: | * Introduce student to place and person and orient to H&S regulations (where needed) * Discuss the timetable * Invite student to join staff for breaks (where feasible) and make them feel welcome * If possible, have discussion around expectations (ensure this does occur within first few days):   + Your expectations of the student(s)   + The student(s) expectations of you   + End of placement minimum competence in your clinical area * Let student observe and assist for first few days |

**Pre-placement: Week 1 -Timetable for Supervisor/Student**

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| --- | --- | --- | --- | --- | --- |
| **TIME** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **Date/Additional Info:** |  |  | **DAY OFF** |  |  |
| **7.00 – 7.30** |  |  |  |  |  |
| **7.30 – 8.00** |  |  |  |  |  |
| **8.00 – 8.30** |  |  |  |  |  |
| **8.30 – 9.00** |  |  |  |  |  |
| **9.00 – 9.30** |  |  |  |  |  |
| **9.30 – 10.00** |  |  |  |  |  |
| **10.00 – 10.30** |  |  |  |  |  |
| **10.30 – 11.00** |  |  |  |  |  |
| **11.00 – 11.30** |  |  |  |  |  |
| **11.30 – 12.00** |  |  |  |  |  |
| **12.00 – 12.30** |  |  |  |  |  |
| **12.30 – 13.00** |  |  |  |  |  |
| **13.00 – 13:30** |  |  |  |  |  |
| **13.30 – 14.00** |  |  |  |  |  |
| **14.00 – 14.30** |  |  |  |  |  |
| **14.30 – 15.00** |  |  |  |  |  |
| **15.00 – 15.30** |  |  |  |  |  |
| **15.30 – 16.00** |  |  |  |  |  |
| **16.00 – 16.30** |  |  |  |  |  |